

ADMINISTRATIVE ASSISTANT REPORT

March 2010

03/22/2010

FINANCIALS:

1. The auditors have requested that the 2009-year end reports be brought to them by April 1st or sooner. I'll be preparing these this week to take over.
 - a. After the election, I will be asking if:
 - The TB is interested in reviewing the Form C (before signing) with Mark Van Vlack? The Form C is required to be postmarked by Monday, May 17th, and
 - Does the Town Board wish to meet with the auditors after receiving the annual audit report (usually late summer/early fall)?
 - As was done previous years, a Management Discussion & Analysis letter will need to be written by the Town and included with the Annual Audit.
2. The 2009 Annual Financial reports will be compiled for the Town of LaPointe Annual Meeting, which is scheduled for April 13th. I have done the DRAFT 2009 Financial Report for your approval, but am wondering if you want copies made of the:
 - a. 2009 Entire Budget worksheets w/ actual (10 pages)
 - b. 2009 Town Board Budget Report w/actual (6 pages)
 - c. 2009 Actual Designated Funds Report w/actual (11 pages)

3. GRANTS:

I have spent some time working with all the grants that the Town has in the works – approx. 16 either applied for or in the works. Some are fairly straight forward – purchase the equipment or supplied, complete the paperwork & request reimbursement. Others, which are land and/or road improvement grants are a lot more intensive. Glenn has been updating a grants spreadsheet for the auditors, as well as designing a more detailed grants database for reporting & tracking as well as a summary for audit requirements, if needed.

- a. We have billed but not yet received payment from the WI Dept. of Natural Resources (WI DNR) for Hagen Road Bike Path
- b. The Madeline Island Ferry Line has been billed for the 2010 dock lease.
- c. I've submitted the Harbor Committee's grant application to Duluth Superior Area Community Foundation/Business Leaders Fund for \$5,000.
- d. Burke Henry, for Alternate Energy Committee (AEC) has submitted a grant application to Focus of Energy for \$10,000 funding of an environmental study.
- e. Section 154 Downtown Stormwater grant reimbursement request has been submitted to the United States Army Corp of Engineers (USACOE).
- f. Emmer has the Town's submitted reimbursement requests for the existing Rice Street TRIP-D grant and the Downtown Bike & Pedestrian Path on Mondamin (TRIP/LRIP). He is requesting to the State that available, unused grant project funds be moved from one project to the other.
- g. The Fire Department's FEMA Assistance to Fire Fighters Grant (AFG) has taken quite a bit of time by reading through all the materials, and watching the tutorial on-line and devising notices. Red has spent a lot of time on preparing draft contracts, notices, bidding requirements, etc. This grant is going to require the Town to adopt several written policies (may be more...):
 - i. Policy for procurement & purchasing of goods & services
 - ii. Policy for safeguarding & protecting any property purchased
 - iii. Policy against Personal and Organization Conflicts of Interest

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4. Reports have been sent to the Bayfield School & MIFL regarding expenditures from the Winter Transportation Designated Fund for the month of Feb and also for mid-March.
5. The Fixed Asset reports and depreciation for 2009 will be worked on this week, based on the policy the TB passed in 2004.
6. Carol Neubauer, Town Treasurer is completing forms to "chargeback" to the various taxing districts, their share of unpaid Personal Property taxes from 2009 payable 2009. They'll be submitted to the WI Dept. of Revenue next week. This will allow the Town to recoup all but the town's share of those unpaid taxes. Please see Carol if you'd like more information.

MISCELLANEOUS:

1. INSURANCE:

General: The Town's current insurance agency, The Horton Group, will be sending the annual paper work for them to issue a quote on the town's insurance.

They have a new program offering insurance coverage choices - example - in the past flood and earthquake coverage was provided. Now the Town can select if wanted. More selection on the liability limits which may be help on the premium side.

However, they have many questions to ask and we have to figure out what is best for the Town. So, some of these questions may be on the next Town Board meeting.

- a. The policy expires June 10th, so the Town Board will need to decide if they want just a quote, or the agent to do a presentation to the Board.
- b. Tom Ketchum would like to remind the Town Board of the good working relationship that Town has had with The Horton Group over the years in regards to various lawsuits, winter transportation, agent & staff involvement, etc.
- c. Jeff Rasmussen of Johnson Aviation Insurance (agent that handles the airport liability policy) has sometimes expressed interest in quoting the Town's policy too. I haven't heard from him this spring regarding this.

Respectfully submitted,

Barb Nelson

Administrative Assistant/Deputy Clerk